

IV. RECORDS RETENTION SCHEDULE

BOARD OF EXAMINING ENGINEERS
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-21

This Schedule Lists Only Those Records
Created and Used by the

Board of Examining Engineers

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-21

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Board of Examining Engineers

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MASTER CARD INDEX:</u></p> <p>4" x 6" index cards arranged alphabetically by name of applicant listing:</p> <ul style="list-style-type: none"> a. Registration Number b. Name and Address c. Social Security Number d. Certificate Number e. License Grade f. Number of Renewals g. Expiration Date of Latest Renewal 	Retain permanently.
2.	<p><u>REGISTRATION FILE:</u></p> <p>Folders established for each licensed engineer containing applications for examination, examination instruction sheets, examinations, license certificates and cancelled checks. This file is arranged by registration number and indexed by an alphabetical card file.</p>	Retain for five (5) years from year of last renewal and destroy. Purge files annually.
3.	<p><u>FAILED EXAMINATIONS:</u></p> <p>Similar to item 1 above, except applicant either failed the examination or was rejected for other reasons. Located in this file are applications for examination, test forms and examination instructions.</p>	Break file at end of each fiscal year. Retain for three (3) years after date of last examination, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,
Administrative Services
Signature: *[Signature]* Title: *[Signature]* Date: July 31, 1975

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75 Date: *[Signature]* Archivist: *[Signature]* SEP 22 1975 Date: *[Signature]* Secretary: *[Signature]*